



**DATE:** April 24, 2015

**FROM:** HUMAN RESOURCE OFFICE, USAID ETHIOPIA

**SUBJECT:** JOB/VACANCY ANNOUNCEMENT NO. 08/15

**TO:** ALL QUALIFIED APPLICANTS

**TITLE OF POSITION:** HUMAN RESOURCES SPECIALIST

**LOCATION OF WORK:** U.S. EMBASSY ENTOTO ROAD

**HOURS:** FULL TIME 40 HOURS PER WEEK

**FINAL FILING DATE:** May 8, 2015

**SALARY:** FSN-9 (USD 11,572 to USD 20,824 per annum) depending on the candidate's earning history, qualifications and experience.

**MAJOR DUTIES AND RESPONSIBILITIES:** The incumbent based in USAID Ethiopia serves as the Human Resources Specialist for the USAID Mission in Djibouti and performs a full range of Human Resources Services for the mission employees. The incumbent may provide backup HR Specialist support to USAID Ethiopia on an as-needed basis. The incumbent performs HR functions related to Human Resources transactions for USAID U.S. direct hires, foreign service nationals (FSNs)/cooperating country nationals, and short-term personal service, both local and international. The incumbent serves under the general supervision of the USAID Ethiopia supervisory executive officer. The incumbent also maintains liaison with Charleston office.

**MINIMUM QUALIFICATIONS:** In order to qualify, the applicant must possess the following:

**EDUCATION:** The position requires a minimum of Bachelor's Degree in management, human resource management, or related field.

**EXPERIENCE:** At least five years of Human Resource Management experience is required. At least three years of this experience should be with the U.S. Government or international organizations. Supervisory experience in HR related function is a plus.

**LANGUAGE:** Level VI speaking and written English and Amharic required. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The incumbent must be familiar with HR operations, preferably with international organization or U.S. Government. The position requires excellent organizational skills, tact, good judgment and discretion compassion, understanding, and an interest in serving people to maintain smooth and effective working relationships with all mission personnel, at all levels. Interviewing and analytical skills to make objective position evaluation decisions and present them concisely are necessary. The ability to apply and interpret regulations to current situations is required. Good computer skills in the use of MS Office applications are needed.

**APPLICATION & SELECTION PROCESS:** All applicants must submit a completed form {[Universal Application for Employment \(DS-174\)](#)} to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia or submit at the back gate of the U.S. Embassy located at Entoto road between the hours of 7:30

am and 5:00 pm on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications in the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the Hiring Office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.